

MINUTES
Board of Trustees
Barrington Public Library
Thursday, December 20, 2012

Library Board Room
281 County Road, Barrington RI 02806

Members Present:

Cindy Kaplan (at 7:20 p.m.)
Dan O'Mahony
Stephen Palmer
Joseph Schall
Vince Wicker
Laura Young

Absent:

Judy Ryan

Presiding: Vince Wicker

Also Present: Debbie Barchi, Director

Meeting brought to order at 7:01 p.m.

Minutes from the October 18, 2012 meeting were approved (motion by O'Mahony; second by Schall).

Financial Reports:

Accepted. Expenditures on track for this point in the fiscal year.

Statistical Reports:

Accepted.

Director's Report:

The Library had new carpet installed in the entry hall of the second floor. There was some savings due to the fact that no subfloor needed to be laid in one area. The estimate for laying new carpet in the Children's Room is \$16K (any bid over \$10K must go out to bid). Given the experience with the hallway, the Director will request a second estimate without subfloor installation (since this may not be needed and could be added on later if required).

Amy Greer (Programs Librarian) will be leaving the Barrington Public Library as of January 31 (to take a full-time position elsewhere). With a part-time position, we always risk losing good staff to other full-time opportunities. The Director has completed interviews and plans to hire a newly graduated librarian, Jessica D'Avanza, who has lots of ideas for new programs. Her projected start date is around January 20. The position is budgeted for \$26 per hour at 19 hours per week. The level of demand for programming and other needs could support a full-time position (e.g., build up volunteer program, be more visible in the community, more aggressive pursuing grants, help out with reference desk, etc.). Any future open position(s) may be reexamined at that time and possibly restructured to accommodate changing needs.

Old business:

None

New business:**1. Reappointments**

Terms of office for Joe Schall and Judy Ryan will expire on December 31, and both will not renew their appointments. Joe has served on various Town committees for 22 years; his service on the Library Board of Trustees began in 2009. Judy has served on the Board for 4 years (also beginning in 2009). As a gesture of gratitude for their service to the Town and the library, a book was donated to the library's collection in honor of each Trustee with great admiration and appreciation.

On behalf of Joe Schall: *The Archaeology Book* by David Down, 2010.

On behalf of Judy Ryan: *Books: A Living History* by Martyn Lyons, 2011.

Notice for applicants to the vacant positions was posted in *Barrington Times*.

2. Dates of library closings for 2013 were proposed and approved.**3. Dates of Library Board meetings for 2013 were proposed and approved (motion by Palmer, as revised; second by Kaplan; motion approved).****4. Update on Internet and Behavior Policy**

An updating to the policy was proposed to respond to observed behaviors. Use of Internet by library patrons on public computers is a privilege limited to two hours per days; continued abuse may result in suspending the privilege.

A suggestion was made to change the wording to conform to parallel structure (but not change the meaning of the amendment); e.g.,:

Among actions considered unacceptable within or surrounding the Library's premises are excessive or loud talking, running, fighting, loitering or excessive socializing, sleeping, harassing others, substance abuse, using sports equipment. Food, beverages, and pets (except guide animals) shall be prohibited from the interior.

(Motion by Young to approve amendments; second by Kaplan; motion approved)

It was announced that Councilwoman Ann Strong is the new liaison from Town Council for the Library Board; Councilwoman Strong has already contacted the Chair to introduce herself.

Agenda for January 17, 2013 Meeting:Old businessNew business

1. Emergency response; difficult patrons – procedures and staff training
2. Discussion of formulating Unattended Children Policy

Meeting adjourned at 7:45 p.m.

Respectfully submitted,
Dan O'Mahony, Secretary
Barrington Public Library Board of Trustees

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Absent:

Judy Ryan

Presiding: Vince Wicker

Also Present: Debbie Barchi, Director

Meeting brought to order at 7:46 p.m.

Minutes from the October 18, 2012 meeting were approved (motion by Schall; second by Young).

Financial Reports:

Balances of Corporation accounts were reviewed.

Treasurer Palmer reported there is a balance of \$14K in the checking account.

A new account was established for the Champlin grant. The Chair and Vice Chair signed necessary paperwork.

The Treasurer expressed a desire to manage future grants more efficiently without having to open new/temporary accounts.

Vince will follow-up on adding Debbie to the debit card.

The accounting firm billed us \$500 (with \$1000 pro bono) for work performed.

Monthly Coastline Trust Company report accepted for information. Good performance over past year: \$524K beginning balance; \$565K ending balance (after withdrawal of \$10K and fees). It was agreed that the diversified accounts were still prudent at this time given economic and market conditions.

The Corporation's fiscal year ends December 31.

The distribution ratio guidelines approved by the Board (i.e., 3% for a total of up to \$15K in FY 2012) allow for the release of up to an additional \$5K (\$10K has already been approved for release); we have the option to release funds now or carry them over into the next fiscal year.

The Director reminded the Board that Champlin will no longer fund regular computer equipment purchases. The Director had suggested a funding formula plan to cover computer equipment purchases that would be split three ways: 33% Trustees, 33% FOL, 33% Town budget (through internal reallocation). The Director will work with IT staff to plan new equipment needs.

Motion to release additional \$5K immediately (fulfilling the approved 3% level of disbursements for this fiscal year) (motion by Palmer; second by Young; approved).

\$10K (of \$20K) of the capital town grant was used for carpeting thus far.

The Town's capital request for FY 2014 will include security cameras (this was not funded in FY 2013).

The report on restricted funds reviewed. The report includes information on origin, history, scope and conditions of endowment agreement, donations, outlays, estimated balance, and contact information for each library endowment. Board members expressed their sincere appreciation to all who contributed to developing the report; it is (and will continue to be) extremely helpful in providing the Board with much-needed info on the library's endowments.

Old Business:

In 2013, endowment contacts will be notified by letter to inform them of the status of endowments that are close to expiration.

New Business:

1. Fundraising
2. Review of restricted/unrestricted fund distribution
3. Analysis of restricted funds

Board unanimously resolved its expression of deep appreciation to Joe and Judy for their years of service on the Corporation.

Agenda for January 17, 2013 Meeting:

Old business:

1. Fundraising

New business:

1. Annual meeting of the Corporation; election of officers

Meeting adjourned at 8:30 p.m.

Respectfully submitted,
Dan O'Mahony, Secretary
Barrington Public Library Corporation

Corrected January 17, 2013